

EMPLOYEE ID CONVERSION
AGENCY FAQs

Obtaining PMIS IDs

1. When are the batch updates expected to begin that are discussed in the Payroll Bulletin, item 2 of "Before 3/19/07"?

DOA has been providing DHRM a listing of employee masterfile records in CIPPS on an irregular basis. This listing includes all records regardless of employment status. A final update is planned for March 23.

2. Will the current hourly/wage employees be included in the batch updates coordinated between DOA and DHRM?

ALL employees who are in CIPPS during this period of data exchanges are reported to DHRM. Those purged during calendar year end file clean up are not available to report.

3. Will CIPPS or PMIS be able to generate a listing of employees/new ID numbers (possibly through Report Writer)?

For most agencies, the DHRM Workforce Planning e480 query tool should be used to obtain a file containing the new employee id numbers. However for some employee types (non-PMIS, non-wage employees such as adjunct faculty) the data is not available. If you have employees in that category **and** are not already directly performing file feeds with DHRM as discussed in the Payroll Bulletin, you can contact DOA for a formatted file listing ALL your employees and requesting DHRM to return the file with the unique ID number. Additionally you may use FINDS after April 1 to download the Employee Name, Identification Number and/or SSN from the CIPPS masterfile.

4. Is there an advantage to using the DHRM Workforce Planning e480 query tool instead of the file transfer to obtain employee id numbers?

The DHRM Workforce Planning e480 query tool is the preferred method for **PMIS agencies** to download employee ids for salaried and wage employees. Non-PMIS agencies may also use the Workforce Planning e480 query tool to download employee ids for their wage employees. To obtain employee ids for non-wage employees, **non-PMIS** agencies must send a file to DHRM in the **required** format discussed in DHRM's bulletin found at http://www.doa.virginia.gov/Payroll/Employee_Number_Conversion.pdf containing the required identifying information. DHRM will match the data in the file to the PMIS records and return the file with the addition of the employee id numbers.

5. Will the system generate numbers for terminated employees or just employees who are active in the system?

ALL employees who are in CIPPS during this period of data exchanges are reported to DHRM. Those purged during calendar year end file clean up are not available to report.

6. It appears that for all existing CIPPS employees that DOA and DHRM will coordinate getting the unique numbers and that we will not have to enter all those employees manually into PMIS. Of course, going forward we will. Am I correct?

Yes

EMPLOYEE ID CONVERSION
AGENCY FAQs

7. We assign the number "10" to the last two digits of the CIPPS Id # for our Adjunct Instructors. This is done because we have several people who are both Adjuncts and Reservists. At what point in the process will we be able to assign those last two digits for new Adjuncts who are hired after the conversion?

The suffix used in CIPPS will be assigned at the time you add the new employee to CIPPS which can be no earlier than the first business day following the day the employee is entered in PMIS. There is NO change to the usage of the last two digits of the CIPPS employee number.

8. Will we be able to use FINDS to pull data by this new employee number? At the moment we can request social security number.

The employee number and SSN are two separate fields. When you extract from the masterfile records in FINDS you are currently required to pull by employee ID number. One data element which is currently extractable is the social security number. That is not changing. Only the value found in the employee ID number will be changing.

9. On FINDS, will the new number generated for employees be available in the "employee number" field?

Yes, after the conversion takes place, the new number will be in the "employee number" field. Be sure to refresh the masterfile on 4/2/2007.

10. The bulletin promises a website that employees can use to look up their employee id numbers. When will it be ready?

The web site should be available by 3/12/2007.

New Hires in CIPPS

11. Occasionally we enter new hire information in CIPPS prior to actually establishing the record in PMIS (e.g., while waiting for the completed employment documents from a new employee). The information provided indicates there will be a one business day delay after entering data into PMIS before we can enter data in CIPPS. This may impact our ability to get an initial paycheck to a new hire if the hire date coincides with certification deadlines. Is this assumption correct or is there a provision for these circumstances?

It is imperative that the Human Resource unit provide the required documentation to hire an employee in a timely manner to the Payroll Office. All new hires will have to be entered in PMIS at least one business day before they can be entered in CIPPS. Those responsible for entering the data in PMIS will need to be aware of and sensitive to the payroll processing deadlines. Failure to meet the deadlines could mean a delay in payment to new hires.

EMPLOYEE ID CONVERSION
AGENCY FAQs

12. When the payroll officer here at the agency enters a new hire in CIPPS will the payroll officer enter the employee number and the Social Security Number? Or just an employee number? Is this verified against the PMIS provided validation table? Does it validate on both employee number and SSN? The bulletin said "All data entry in CIPPS will require use of this new number". Is this for inquiry as well? Will SSN still be displayed back on the screen even if you don't use it to bring up the record?

When a new hire is added to CIPPS, the validation table will check **both** employee id number and SSN.

Whether you are doing an inquiry in CIPPS or entering batches or updating employee masterfile screens, you will have to use the new employee id number. You will not be able to find employees in CIPPS by their SSN. In addition to employee number, you may also do a name search to find people (HM7NM) or you can access a list of employees (H0BLS). The SSN will still display in CIPPS as it currently does.

13. The latest information received today indicates SS# is 9 digits but the employee ID number is 8. However, all examples provided including use of the Anthem number with added 00 indicates 11 digits. How many digits will be in the employee ID number?

The PMIS unique ID number is technically an 8 digit value. However, thus far and for the foreseeable future, the first value will remain zero and therefore is not used in its entirety. The remaining 7 digits can vary greatly. Regardless, the new nine-digit value to replace the SSN in the first 9 digits of the CIPPS employee ID number must contain the required amount of zeroes preceding the PMIS Id (zero padding in the front to equate to a nine-digit complete value). **Payroll** will add the appropriate suffix (usually 00) when they use the number in CIPPS (that is when it becomes an 11-digit number). The employee ID number that should be communicated to employees is the nine-digit number resulting from entry in PMIS.

14. The bulletin states "Generally, data entry of new hires in CIPPS can occur on the next business day after the new hire is entered into PMIS". It is not unusual to receive new hire paperwork on the day of payroll certification. Many agencies have offices all over the State and for us Central Office is the only place that processes pay. If Payroll offices are blocked from entering the new hires into CIPPS on any payroll certification day, then agencies must prepare and certify Special Pays on another day. That is unnecessary extra work for agencies and DOA. That unique ID number is issued and seen on the screen at the time the new employee is entered into PMIS. Why can't agency HRs give payroll that unique ID number and allow payroll to do their job in a timely manner to the benefit of new employees? DOA/PMIS could run a comparison each certification and issue an error report for agencies to make corrections from. Something along the lines of the CIPPS/PMIS Exception Report we get now.

New employees should never be added to CIPPS until the appropriate authorizations have been received from HR. **HR must become familiar with and responsive to Payroll's certification deadlines.** Failure to do so will mean that there may be a delay in paying new employees for the first time. To ensure that employees are not inconvenienced, Payroll should provide HR with a copy of the certification schedule followed by their agency. Since some agencies certify earlier than the deadline imposed by DOA, the

EMPLOYEE ID CONVERSION AGENCY FAQs

certification schedule for semi-monthly classified employees posted on DOA's website may not reflect the agencies actual certification deadlines. Removing the employee-id validation edit to allow agencies to use a "dummy number" to add employees to CIPPS before they have been entered in PMIS would not only contradict proper internal control, but would increase the possibility of error and result in additional work to transfer the employee to the correct number after the fact.

15. On page 2 of 7 - "The system generated unique ID & SSN must reside in the validation table prior to entering the new hire in CIPPS". Will PAYROLL be entering this in a validation table?

No. The validation table will be **automatically** updated from data entered in PMIS. You won't be able to add the employee to CIPPS until the day after HR enters the employee in PMIS and creates their id number.

16. When will we be able to see the new id number on the CIPPS screen?

The new numbers will be in CIPPS on April 2, 2007.

Usage of the New Employee ID

17. Will SSN still be maintained in CIPPS & PMIS? If not, how will W-2 and Retirement data, etc. be recorded/tracked?

There are separate fields for storing SSN in both CIPPS and PMIS and these will continue to be required.

18. Does the employee id number change if an hourly employee becomes a salaried employee?

No. Employee id numbers established in PMIS stay with the employee in the same manner that the employee's SSN stays with them.

19. When keying CIPPS payroll batches, will the social security numbers or the new employee numbers be required?

Social security numbers will no longer be used for data entry in CIPPS. You will only be able to key batches using the new employee id number.

20. Will employees still be able to be pulled up on the command line with social security number, or just the new employee number?

You will no longer be able to use the employee's SSN to find the employee in CIPPS. You may do a phonetic name search (HM7NM), access a list of employees (H0BLS) or use the new employee id number.

21. Is the Report 10 on ReportLine still going to include employee SSNs or is that going to be totally replaced by the new employee ID as well?

Both the Employee Number and the Social Security Number have always shown on the Report 10. As the Report 10 (Payroll Register) is part of the CIPPS software package provided by the software vendor, it will continue to include the SSN field for the time being. However, SSN will be removed from the Report 10 at a later time.

EMPLOYEE ID CONVERSION
AGENCY FAQs

22. Is the employee id # in U033 on FINDS the SSN or new employee #?

Report U033 is a report created by DOA. Upon conversion the value reflected will be the new employee number.

23. If FBMC still uses the SSN, how will agencies be able to reference employees when requesting assistance from FBMC?

At this time, agencies will have to build a lookup table to cross-search for SSN/Employee ID.

24. Will employees use their id #s for payroll deductions, such as health insurance, VA Credit Union deductions, miscellaneous insurances, garnishments, etc?

All forms that go to payroll for data entry will need to reflect the new id number; however, SSN will still be required on some forms used for benefits or as required by federal law.

25. Can an employee id # generated by the agency be used in CIPPS?

No. The required value must be generated by PMIS.

26. How does this affect PAYLINE? Will we still key SS or our unique # to access Payline?

Access to Payline can be obtained by using the new employee id number, the social security number or the user defined user ID. The same rules apply to those who have been approved for masking access to their agency data.

27. How will the VRS use the EE ID numbers for VSDP and/or retirement purposes?

Files that we send to VRS will continue to include employee SSNs.

28. Expense & Travel Reimbursement Forms currently ask for SSNs - will this also change to the EE ID Number?

The unique employee ID is NOT to be used for employee travel reimbursements. Employee SSN is still required for travel reimbursements (for CDS purposes) and must be keyed (or interfaced) into CARS by the Fiscal Office. However, employees should cease physically writing or entering their SSN on the voucher itself. The Fiscal Office will have to maintain a list of employee SSNs for entering into CARS. Appropriate measures should be employed by the Fiscal Office to ensure absolute security over the list of employee SSNs.

29. Monthly we receive CARS 1448 that lists taxable meals that must be keyed into CIPPS. This report is by SSN. Is DOA looking into ways to help agencies cross reference the SSN to the PMIS number?

You can use the PMIS Workforce Planning e480 query tool to obtain that information. In addition, after the conversion you will be able to use FINDS to download the employee name, id # and SSN from the CIPPS masterfile. Also, in CIPPS you can do an online name search to find the employee.

30. Exactly what documents and transactions will be using ID rather than SS#? Memos indicate timesheets, leave slips, etc. Please specify what

EMPLOYEE ID CONVERSION
AGENCY FAQs

"etc." will consist of.

Documents used as source documents for data entry in CIPPS must be entered using the new employee id number, so "etc." means deduction authorization forms, address changes - anything that is given to Payroll that results in data entry in CIPPS. However, there are some documents that require the continued use of SSN: federal and state tax forms, VRS forms, Misc Insurance and annuity applications, optional group life insurance applications - just to name a few. Employees should be encouraged to include their employee id number on these forms to facilitate data entry.

31. BES transactions will continue to use SS# to enter the employee into BES -will ID be used thereafter?

Data entry in BES allows either SSN or the employee id.

32. Is the employee id number printed on the earnings notice or check stub?

Earnings notices - The employee id number is printed beneath the agency name on the earnings notice.
Checks - The employee id number is printed on the face of the check below the agency name and to the right of the agency code.

33. Is it recommended that the new employee number be put on all employee payroll folders and the existing social security numbers be removed? This will require new labels for all employee payroll folders. Is this what auditors prefer?

The goal is to discontinue the use of employee's SSN as an identifier. SSN should only be used where required by law; therefore, it would be a good idea to remove it from employee payroll folders.

34. What number would employees now use on W4/VA4s? Those documents also float around agencies but since the documents are for tax purposes do the two tax entities require SSN on them?

Ideally, both numbers should be on these forms. These forms are required by federal and state tax authorities so SSN must be included. It will facilitate data entry to include the employee id number. Special care should be taken to ensure the safekeeping of these forms since they contain social security numbers.

35. We use employee SS# on other documents for benefits, such as VRS paperwork, deferred compensation, flex accounts, etc. Are we to discontinue using SS# on all HR documents?

SSN will continue to be required on most benefit documents; however, including the employee id number will facilitate data entry in CIPPS.

36. Since there is a field for Personal IDs in the Pay History Detail Inquiry on Payline, will the new ID#s be referenced in Payline instead of SS#s?

The field for Personal IDs that you see on the Pay History Detail Inquiry screen in Payline refers to a user-defined user id that employees may use to access Payline instead of the SSN or employee id number. This will not change. If the Payline user does not create the user-defined personal id, the field on the Pay History Detail Inquiry screen will be blank.

EMPLOYEE ID CONVERSION
AGENCY FAQs

37. Will you be able to read the social security number in CIPPS or will it be crossed out?

The social security number will still be visible in the social security number field in CIPPS.

Timing of the usage of the new Employee ID value

38. Will the payroll ending 3/24/07 be done with the new id numbers?

Payroll for pay period ending 3/24 will be certified on March 23 so old numbers must be used.

39. Given the effective date for the transition to EE ID Numbers is scheduled for April 1st, when do you recommend we instruct employees to start using their EE ID number on leave slips?

Leave transactions for pay period ending March 24 have to be entered in CIPPS prior to the conversion and will process the night of March 28 so they should still have the SSN id number. Leave transactions that have to be entered in CIPPS after March 28 should have the new id number on them.

40. All Leave and Payroll entries effective from 3/10 - 3/24 must be keyed using new ID code rather than SS#???. Therefore, this is effective and must be in place prior to 3/10, employees notified, etc. Correct?

Payroll transactions for pay period ending March 24 must be keyed in CIPPS and certified by March 23. Leave transactions for pay period ending March 24 must be keyed in CIPPS by March 28. Both payroll and leave transactions for pay period ending March 24 must be in the old employee number (SSN) format. All transactions entered in CIPPS after March 30 must be in the new employee number format.

41. Will the payroll we certify on March 23rd be uploaded as the new employee numbers?

The new employee numbers will not be added to CIPPS until March 29. Your payroll cert for March 23 will still be with the old numbers.

Testing from Agency Based Systems to DOA

42. Can you explain what ECE is?

The Expanded Current Earnings file contains records for each field from the employee masterfile for each employee for that pay period - it is a very large file. Agencies may use it to update internal systems that they keep.

43. Our data set currently has employee social security numbers embedded in the file; I'm thinking this number will need to be changed to the new employee conversion number when we send the file in the future. Do we need to send a test file for this? And if so, we will not have the new numbers until after the 19th?

Yes, this is the test file you need to send. Most of the new numbers are already in PMIS - this is why you need to use the DHRM Workforce Planning e480 query tool to obtain a crosswalk.

EMPLOYEE ID CONVERSION
AGENCY FAQs

44. What is the earliest we can submit a test file and will more information be given on the mechanics of that? Is there a specific person who can answer questions about uploading?

Test files may be submitted as soon as they are ready. Each agency has been provided a test dataset that should be used when uploading their file. Questions regarding uploading tests should be directed to John Rodgers at 804-225-3079.

45. What date will we begin uploading files to DOA with the new id numbers instead of the social security number?

April 2 (April 1 is a Sunday).

46. If the conversion is to be completed 4/1, does that mean the only time we will use the new ids prior to that is for the test file? In other words, if we have a successful test file, can we just move forward from there and upload using the new #'s?

CIPPS will not recognize new numbers until April 2.

47. If the update will be done on March 18th, how can we send a test file by March 15th for our data set? We would need to send the test file with the new numbers?

New ID numbers are already being created for employees currently in CIPPS. Your test file does not need to include everyone in your agency.

48. I thought I was told that SSN would still be needed for the payroll batch interface files. Will you now be expecting the employee number also? Am I to replace the SSN with the new employee number?

The new employee id number replaces the SSN in the batch input files.

49. When I send the test batch, do I upload it just like a regular file and then delete it?

Each agency which provides test files for batch input to CIPPS has been contacted with a test dataset name. Coordinate testing through John Rodgers at DOA.

PMIS PSE300

50. What is the daily cut-off time for entering data in PMIS to ensure that it is included in the validation table?

Data must be entered in PMIS no later than 6:00 pm each day to ensure that it is included in the validation table created that night and available in CIPPS the following day.

EMPLOYEE ID CONVERSION
AGENCY FAQs

51. We've accessed the PSE300 screens for our current hourly/wage employees and see that many of the data fields are either incorrect or not completed. Is this the only screen we should use or will there be additional PMIS screens established to capture the additional information?

The PSE300 screen is the only screen that will be used for non-traditional PMIS employees and is meant only to provide a shell record for the creation of the employee id number. The information requested on this screen is the only information required for hourly/wage employees at this time and cannot be changed. At some later date, there may be an enhancement to the system to allow changes to the PSE300.

52. We intend to send the updated information to our Payroll Services Bureau contact - will it be sufficient to update the data on CIPPS?

The PSE300 records that are already in PMIS cannot be changed at this time. Data corrected in CIPPS will update the DHRM Wage database that is maintained separately.

53. My question is - I do the part-time payroll and enter batches for pay for part-time employees and adjuncts...what exactly do I need to do for these employees...I understand I now have to enter new adjuncts and part-time employees on the PSE300 screen but I'm confused about sending "test files" to DOA. Can you please explain that? Do I understand correctly that after 3/19 I will need to enter my payroll batches using ID numbers instead of social security numbers?

Nothing needs to be done by the agency to create IDs for employees that exist on CIPPS and/or PMIS as of 3/19 - we will perform the conversion. All non-PMIS new hires that come on board after 3/19 will have to be added to PMIS using the PSE300.

We have some agencies that enter their time and attendance transactions (HUA03) through a batch interface instead of on-line. These are the agencies that need to submit test files by March 15.

All data entry in CIPPS will have to be done with the new employee id number instead of the SSN effective April 2, 2007.

54. Which fields on the PSE300 are required?

Required fields are:

last-name
first-name
sex
race
birthdate

55. The bulletin says that the PSE300 transaction will become available on Feb. 20. Since its use becomes mandatory for new employees on March 19, in what situations could the PSE300 transaction be used before March 19?

On Feb 20 you may go ahead and begin to use the PSE300 for your non-traditional PMIS new hires that come on board from that date forward. This will give you the opportunity to become familiar with the data entry required and also give you id numbers for those employees that you may then communicate to the employees.

EMPLOYEE ID CONVERSION
AGENCY FAQs

56. Will name and address changes be maintained on the PSE300 screen?

Currently the PSE300 will not accept any changes made to any of the fields once entered.

57. Who should enter wage employee new hires in PMIS on the PSE300? HR or Payroll?

PMIS data entry has historically been an HR function.

58. Why are Gender and Race required fields on the PSE300?

The data will be used in conjunction with the DHRM wage employee database to complete reports required by the federal government.

59. What if the wrong SSN is used when entering data on the PSE300?

If a new employee is added to PMIS using the PSE300, the SSN will have to be keyed twice - once when calling up the PSE300 transaction and again in the SSN field on the screen. If the SSN entered in the SSN field on the PSE300 screen does not match the SSN used to call up the screen, the initial prompt screen will continue to be displayed and you will not be advanced to the detail data entry screen. You will need to reenter the SSN values in both places until they match. **Be sure to read the message on the PSE300 screen emphasizing the importance of correct data entry.**

If you find that the wrong SSN was used to call up the PSE300 screen and also entered in the SSN field, you will need to call Felecia Smith (804-371-8385) or Diana Jones (804-371-4883) at DOA to make the correction in the validation table.

Communications

60. Will either of the transmittals from DHRM or DOA actually provide ID numbers to employees or is that the agency's responsibility? What will be coming from DHRM through PMIS listserver and what message will be on the 3/1 and 3/16 pay stubs?

It is the agency's responsibility to communicate the new number to its employees. The message on the earnings notices will be a generic message: "Employee number used for leave and timesheets is changing". A joint communication from David Von Moll and Sara Wilson will be distributed through the PMIS listserver.

61. Will the March 1st and March 16th Payline pay stubs show the same message concerning EE # Conv. that will be printed on paper pay stubs/direct deposit notices? Is Payline affected in any way by the EE # Conv.?

The employee number conversion will be announced in Payline through an announcement on the Broadcast Message screen and/or a special announcement email (similar to the one that is there now for the discount at Jamestown) instead of a statement on the "earnings notice". The Broadcast Message screen is displayed as soon as you log in so everyone should be able to see it.